

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-257

OPENING DATE: 2 September 2005

CLOSING DATE: 19 September 2005

ANTICIPATED FILL DATE: 16 Oct 05

POSITION TITLE AND NUMBER

Program Assistant (Exc Indef)
PDCN 70104000, MD#: 1423-730V

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J3-MR
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0344-07 \$34,149.00 - \$44,395.00 per annum
GS-0344-06 (Trainee) \$30,731.00 - \$39,951.00 per annum
GS-0344-05 (Trainee) \$27,569.00 - \$35,844.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and residents of North Carolina who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience at the GS-05 level, 9 months specialized experience at the GS-06 level and 12 months specialized experience at the GS-07 level which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

KSA's for GS-05

1. Knowledge of correct formats, whether instructions are clear; and whether or not directives are still in effect..
2. Ability to conduct studies, on supplies and equipment used and man hours consumed on processing communications.
3. Ability to gather facts on routine reports, extract data, note errors and compile results in prescribed form.

KSA's for GS-06

1. Knowledge of guidelines, methods, precedence and techniques applicable to the specific programs and phases related to the position.
2. Ability to conduct studies, prepare reports, and make suggested changes to eliminate ineffective operations.
3. Ability to review reports and determine regulatory compliance based on knowledge of regulations.

KSA's for GS-07

1. Knowledge of guidelines, methods, precedence and techniques applicable to the specific programs and phases related to the position.
2. Ability to conduct studies, prepare reports, and make suggested changes to eliminate ineffective operations.
3. Ability to review reports and determine regulatory compliance based on knowledge of regulations.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

****NOTE: SECRET clearance required****

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer/Enlisted position in the NCARNG is mandatory. (WO: 350B, 420A – Enl: Any MOS in STARC with WWMCSS duties.)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified.)

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the ARNG STARC Headquarters, Plans, Operations and Training Office (POTO), Mobilization Readiness Branch. Its purpose is to serve as the primary assistant for the ARNG-Status of Resources and Training System (SORTS), Readiness, Force Structure, WARTRACE and Mobilization Programs. Monitors and provides technical guidance and assistance to subordinate headquarters and units in the implementation and maintenance of the state ARNG SORTS program. Provides centralized readiness program analysis pertaining to unit mobilization capability. Performs continuous independent review and refinement of SORTS database. Coordinates with personnel, training, logistics and other staff officers on mobilization and readiness reporting matters. Collects, reviews, and expedites readiness related documents; e.g., Master Unit Identification Code listing, General Unit Status, Personnel Strength, Unit Status Reporting data for personnel, logistic, maintenance and training readiness conditions to National Guard Bureau (NGB). Reviews current and historical data to identify readiness inhibitors and recommend corrective actions and specific measures to reduce or eliminate such factors. Ensures SORTS reports are processed in a timely manner and forwarded to NGB via secure systems. Researches and refines SORTS information to ensure readiness data is accurate. Performs verification and central management control of state Unit Identification Codes (UICs). Ensures UICs used are only those registered in SORTS. Properly utilizes the Personal Computer - Army Status and Resource Training System (PC-ASORTS) software. Inputs and extracts USR readiness data. Assists in monitoring the readiness posture of the force. Monitors documentation and modernization changes and identifies their effect on unit readiness conditions. Recommends actions in the areas of logistics, personnel and training that enhance the readiness of units with stringent mobilization/deployment requirements. Analyzes reports and develops briefings and information papers for use by POTO and state staff regarding overall readiness of units. Develops recommendations to enhance mobilization capabilities and readiness of units not attaining required objectives. Ensures resource considerations and applications follow priorities established by the Department of the Army Master Priority List (DAMPL). Visits units and activities to evaluate the impact readiness programs have on the units. Assists other staff employees in matters concerning organizational structure and development. Reviews force structure documents, proposals and related actions for accuracy. Coordinates routine force structure changes with subordinate headquarters, units and STARC staff. Provides assistance with comparison studies using organizational historical files, previous force structure documents and demographic studies. Drafts implementing instructions and requests for changes to align the state's force structure with WARTRACE. Conducts training on WARTRACE alignment and DAMPL. Maintains

close liaison with the continental US (CONUS) Army, NGB and Readiness groups to coordinate information and to obtain equipment and materials. Provides assistance and support to mobilization, readiness and force integration. Recommends actions to streamline new equipment fielding and training; provides data concerning readiness issues. Provides assistance with data that impacts equipment-on-hand calculations. Acts as liaison for units on DA Forms pertaining to personnel and equipment changes in base Table of Organization and Equipment (TOE), Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowance (TDA). Performs complex retrievals on World-Wide Military Command and Control System (WWMCCS) and/or Global Command and Control System (GCCS) and the Development Army Mobilization System (DARMS), using a query language. Corrects program coding and errors; responds to ad hoc requests; accesses databases; and coordinates with the information systems staff officer for assistance in resolving computer requirements. Participates with WWMCCS/GCCS personnel at higher headquarters in the review/validation of operator procedures; trains personnel on procedures and applications; provides automation support for POTO. Inputs data; provides required reports, and operates WWMCCS/GCCS Entry System (WES) terminal and peripheral equipment. Uses WES unique procedures to run WWMCCS/GCCS programs. Reviews and retrieves information from the Forces Command (FORSCOM) databases; and advises managers of data/report generation available. Serves as the WWMCCS/GCCS Automated Terminal Area Security Specialist and as such, safeguards and accounts for keying devices/materials; ensures security of WWMCCS/GCCS and DARMS terminals (physical and communications security); destroys classified waste and marks and records computer products regarding security classifications. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. The individual selected may be terminated from employment upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1